



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
ARIEL FORD • Director

June 14, 2021

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2021 - #05

Attention: Directors of County Departments of Social Services
Directors of Other Local Purchasing Agencies
Child Care Coordinators
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

Subject: Program Compliance Monitoring Information for the 2022-2024 Cycle

The purpose of this Dear County Director Letter is to provide county staff that work with the Subsidized Child Care Assistance (SCCA) Program additional information regarding changes to expect for the July 1, 2021-June 30, 2024 monitoring cycle. The Subsidy Program Compliance Monitoring Team will continue to have responsibility for carrying out statewide program compliance functions for the SCCA program funded through the Division of Child Development and Early Education (DCDEE) and Smart Start during the new monitoring cycle.

The DCDEE emailed Directors, Child Care Coordinators, and other personnel involved with the SCCA program on March 16, 2021 to share: the new monitoring schedule for SFY 2021-2022; Program Compliance Consultant contact information; and a new Program Compliance Consultant territory map. Although there will be some differences in the items monitored and updated monitoring documents, many things will remain unchanged this monitoring cycle. You will notice that these items remain unchanged.

- Monitoring on a three-year cycle.
- Advance release of the monitoring schedule for each fiscal year.
- Prior notification timeframes at 45 and 30 days.
- Prior delivery of the sample and NC FAST checklist.
- Monitoring checklist format.
- Availability of 2nd Party Review Forms (see attached).
- Timeframes for receipt of the monitoring report, due dates for the 45-day response, and updates every 4-6 weeks.
- Compliance is 95% accuracy.

Beginning July 1, 2021, the Program Compliance Consultants will use an updated version of the current monitoring checklist to monitor additional federal requirements (see attached).

- A Case Notes category replaces the previous Voucher and Child Care Action Notice category.
- Voter registration and developmental screening information are monitored under the Case Notes category.
- A new item under the Eligibility Determination category was added: "Changes Responded to Correctly".
- Depending on case specifics, the total points possible has increased from sixteen (16) to twenty-one (21).
- Scores will be rounded to the hundredths (2 decimal places).

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

LOCATION: 333 East Six Forks Rd • Raleigh, NC 27609
MAILING ADDRESS: 2201 Mail Service Center, Raleigh, NC 27699-2200
www.ncdhhs.gov • TEL: 919-814-6300 • Fax: 919-715-1013

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In addition to the monitoring checklist changes, you will notice the following changes in the monitoring process during your next monitoring visit:

- A streamlined LPA Monitoring Checklist.
- Additional time to prepare the sample and documentation for monitoring visits.
- Directors must sign the Monitoring Information Handout that is reviewed during exit interviews (see attached).
- Monitoring corrections are due within ten (10) months following the monitoring visit.

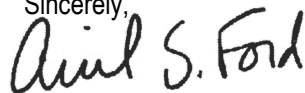
As always, your assigned Consultant will send an email forty-five (45) days prior to the scheduled visit to confirm the specific dates and a confirmation letter will also be sent thirty (30) days prior to confirm the arrangements. These communications will indicate whether the visit will be on-site or off-site as determined by sample size and/or other necessary considerations (health/safety, weather, etc.). Other information you can expect to receive prior to the visit includes the following:

- Instructions for scanning documents into NC FAST on the Integrated Support Case.
- Instructions for recording narratives on the Contact-Notes section of the Integrated Support Case.
- A checklist to assist with the process of uploading documents for the service month being monitored.

The information in this letter will help you be prepared for monitoring to ensure compliance with SCCA program terms, conditions, and requirements specified in state and federal policies and regulations. If you have questions about the information in this letter, please contact Wanda Hopkins, Program Compliance Lead Worker, at wanda.hopkins@dhhs.nc.gov, or Kim Miller, Senior Subsidy Compliance Manager, at kim.miller@dhhs.nc.gov.

For policy consultation, technical assistance, and/or any other Subsidized Child Care Assistance Program questions, please contact dcdee.subsidy.policy.help@dhhs.nc.gov.

Sincerely,



Ariel Ford

Attachments